

JOB OPENINGS

HARRIS COUNTY GOVERNMENT as of 01/15/13

All Positions Open Until Filled Unless Otherwise Specified

ACCOUNTS CLERK

Water Works

\$10.14/hr

HSD or GED; associate's degree preferred; one year experience in customer service, clerical or accounting work or related field. Duties include customer service, preparing bills, processing payments, maintaining accounts receivables records, initiating and terminating accounts, processing work orders, entering account info into computer, and general office duties. Must be able to operate a variety of automated office equipment to include computer, printer, fax machine, copier, calculator, typewriter and telephone.

COMMUNITY SERVICE/ANIMAL CONTROL ASSISTANT

Public Works Dept.

\$10.08/hour

Part Time; 16 hours per week on weekends. Requirements: HSD or GED, experience with animals and/or roadside litter detail a plus; must possess valid driver's license. Job functions include: overseeing cleaning animal shelter and feeding animals, responding to animal complaints, taking in and securing animals, and overseeing individuals assigned to roadside litter detail.

COUNTY MANAGER

Board of Commissioners

DOE/DOQ

Applications will be accepted until January 31, 2013

Full Time. Qualifications include Bachelor's degree in public administration or related field and five (5) years of progressively responsible experience in local government management & supervision; possess & maintain valid driver's license; and primary residence in County or within six (6) months of hire date. Manages operations & services of the County, serves as liaison to the Board of Commissioners, develops & proposes policy initiatives & recommendations for Board consideration, and serves as department director of the Administrative Department. Duties include developing annual operating budget; develop/review budget amendments; oversees daily operations of County departments to ensure compliance with policies, procedures, state laws, & federal laws; ensures County departments are run efficiently, effectively, economically & courteously; oversees administration of operating budget, capital improvements program, purchasing activities, personnel management system, employee benefits program, & financial management systems; coordinates projects; works with County Attorney, County Clerk, Finance Officer & other staff in preparing & executing bid proposals, service contracts, letters of agreements, & other documents; administers management policies & procedures; coordinates road projects with Georgia DOT; coordinates & administers long-range planning for County growth; serves as liaison to the general public, business community, news media, non-profit organizations, state & federal agencies & others regarding county operations & services; attends County meetings as necessary; establishes & maintains working relationships with elected officials, County personnel, government agencies, & the general public; works with volunteer fire departments to assist in the coordination & delivery of fire services; attain & maintain NIMS training & certification to facilitate decision making for EMA emergencies; and other duties as may be necessary and required by the Board of Commissioners.

CORRECTIONS OFFICER

Prison

\$12.85/hour

Full Time. HSD or GED, 1-2 years experience in law enforcement or corrections environment or related field; must have achieved passing score on Compass entrance exam; must possess & maintain valid drivers license; possess State of Georgia Correctional Officer I Certification at medium security level (to supervise inmates) or obtain same at first opportunity class is offered after hire date. Job functions include: operations of security equipment, radio communications equipment, motor vehicles, firearms, and video monitoring equipment; enforcement of prison rules and regulations; and monitoring of inmate activities and behavior.

CREW SUPERVISOR

Public Works Dept.

\$12.85/hour

Full Time. HSD or GED, 1-2 years experience in law enforcement or corrections environment, road construction/maintenance, equipment operation, or related field; must have achieved passing score on Compass entrance exam; must possess & maintain valid Class A Commercial drivers license; possess State of Georgia Correctional Officer I Certification at medium security level or obtain same at first opportunity class if offered after hire date (to supervise inmates). Job functions include: overseeing the safety & security of inmates assigned to work roadside & grounds maintenance projects; transport/escort inmates to/from work locations or elsewhere as needed; operation of motor vehicles & firearms; enforcement of prison rules & regulations; and monitoring of inmate activities.

NOTES:

1. Qualifications are as stated or any equivalent combination of education, training & experience which provides the requisite knowledge, skills & abilities for the job.
2. Hiring dependent passing drug screening, background check (to include employment and criminal), and driving history, if applicable.
3. Applications can be found on line at www.harriscountygga.gov, and the original application must be submitted. Apply at Harris County Board of Commissioners, PO Box 365, 104 North College Street, Hamilton, GA, 31811, unless otherwise indicated.
4. Resumes, if submitted, must be accompanied by completed application for consideration of any position.